Host Site: Duquesne University, Gumberg Library

Site Supervisor: Terra Merkey

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Position Category: ☑  Academic ☐  Archive ☐  Public ☑  School ☑  Music Library ☐  Children & Youth ☐  Other

Time Commitment per week: ☑ 10 hours ☐ 15 hours

Compensation: Hourly wage TBD Stipend/term $__________

Public Transportation Accessible: ☑ Yes ☐ No

Position Overview (1-3 sentences)

The goal of this position is to provide an MLIS student with essential skills and training by completing professional level projects and tasks that align with Gumberg Library’s efforts to support music students, faculty, and staff in their research and learning. The Music Library Intern provides reference assistance both in the Music Library and at the main library reference desk, including online chat reference. The intern assists the Music Librarian in collection development and archives projects in the area of music. The intern also creates research guides and online instruction tools to support music students and the whole campus community.

Essential Job Functions

- Provide music reference and general reference service to users.
- Staff Ask Here PA chat reference.
- Redesign and maintain web-based guides for music and other subjects.
- Create online instruction tools for music students.
- Assist the Music Librarian with collection development or archives projects.

Requirements

- Interest in music or academic librarianship.
- High degree of comfort with web authoring or content management systems.
- Strong written and oral communication skills.

Other Skills/Abilities

- Ability to understand musical terminology and read music.
- Basic knowledge of music history.
- Software skills: Microsoft Office.